

NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4822; DSN 853-4822
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 06-318T OPENING DATE: 14 SEP 2006 CLOSING DATE: 5 OCT 2006

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:
TRAINING TECHNICIAN, GS-1702-07, TC08719000

APPOINTMENT FACTORS: OFFICER () WARRANT OFFICER () ENLISTED (X)

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| SALARY RANGE: \$35,157 - \$45,701 PA | SUPERVISORY () MANAGERIAL () NON-SUPERVISORY/NON-MANAGERIAL (X) |
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LOCATION OF POSITION:
TRAINING SITE COMMAND, FLORENCE MILITARY RESERVATION, ARIZONA

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

Instructions for Applying: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment) , or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a member of the Arizona (ARMY) National Guard (any unit supported by JFHQ) and be able to qualify for the following

AFSC/MOS/AOC/BRANCH: ENL: Predominant MOS of organization

KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the Arizona Army National Guard and those eligible to become members.** Individual selected will receive a Permanent Appointment subject to the completion of a one-year trial period. If a Permanent technician is selected, they will remain in that status. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: The work schedule for this position Tuesday through Saturday. Five 8-Hour days between the hours of 0630-1500 hours.

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Supplement to Application for Employment, Applicable Knowledge, Skills and Abilities.)

NOTE: Human Resources Office is the office that will officially approve the selection of a job offer.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to reference and organize training requirements.
 2. Knowledge of military structure and procedures.
 3. Ability to comprehend, interpret, and follow and implement regulations, policies and procedures.
 4. Skill in written and oral communications.
 5. Knowledge of military small arms courses of fire.
 6. Skill in administrative tasks.
 7. Knowledge of military logistics and procurement.
 8. Knowledge of training publications and guidance.
 9. Skill in use of computer software to operate a data base.
 10. Basic knowledge of accounting principles.
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SPECIALIZED EXPERIENCE: Must have 12 months of progressively responsible experience in functions such as training, advisory services, administering OJT, operations, or developing training programs.

BRIEF JOB DESCRIPTION: This position is located in the ARNG State Headquarters, Plans, Operations and Training Office (POTO) Training Branch. The job location is at the Florence Training Site in Florence, AZ. The purpose of this position is to assist the Range Operations Specialist in the management of the firing ranges, training and bivouac areas, learning and simulation centers, records, and the maintenance of equipment assigned to the Directorate. Serves as the point of contact and scheduler of the facilities and range operations using the range facility management support system (RFMSS). Prepares charts, maps overlays and graphics required for the operation and management of facilities located within the range complex. Drafts and after approval, publishes range schedules, firing orders, notice to airmen (NOTAMS) and training directives. May be required to maintain rosters of personnel with approved or pending security clearances. Maintains Directorate equipment records. Other duties assigned to ensure successful training of Soldiers.

SELECTING SUPERVISOR: WO1 DOUGLAS K. LARSON